



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 400 - Operational Safety

Operational Safety - 400.00		
S.O.P. # 400.08	Fitness for Duty	PAGE: 1 OF 2
EFFECTIVE: 7/01/2001	Authorized: John Filer, Chief	
REVISED: 05/15/2019	Authorized: William Stephens, Director	

400.08.01 Purpose

To define a policy on an employee's fitness for duty and outline procedures for when an employee is deemed unfit for duty.

400.08.02 General

The rigorous nature of work in the public safety field requires employees to competently and safely operate as emergency response providers. The Department of Emergency Services requires each employee to be fully prepared and ready for duty at the start of each shift.

This SOP is a supplement to the *Charles County Government Safety Manual* and exceeds the *Charles County Government Drug and Alcohol Policy* pertaining to safety sensitive employees.

400.08.03 Definition

1. "Fitness for Duty" shall be defined as a state in which an employee and operational supervisor believe that the employee has had an adequate time of both sobriety and rest so that when they report to work they are fresh, alert and adaptive enough to perform their job in a safe and competent manner.
2. "Operational Hours" shall be defined as duties that include having patient contact or interaction and/or driving a county/volunteer owned or insured vehicle/equipment.

400.08.04 Policy

1. An employee shall have a minimum of eight (8) hours between the time they report for duty and:
 - i. Their last consumption of alcohol,
 - ii. Their last consumption of prescription medications that would affect their ability to safely and competently carry out their assigned duties.



Charles County Department of Emergency Services **STANDARD OPERATING PROCEDURES**

2. Employees are not permitted to be scheduled more than thirty-six (36) hours within a forty-eight (48) hour period. These hours are inclusive of all Divisions of Emergency Services.
 - i. Actual operational hours worked in excess of thirty-six (36) hours are at the discretion of the operational supervisor provided the employee is fit for duty as defined.
 - ii. Additional non-operational hours may be approved in addition to the thirty-six (36) hours in a forty-eight (48) hour rolling period with written approval from Divisional operations supervisor.
3. Should an on-duty operational supervisor feel an employee is not fit for duty based on their observations, training and judgement, the employee will be administratively relieved of duty.
 - i. Employees suspected to be under the influence of drugs or alcohol as specified in the Charles County Government Drug and Alcohol Policy, will be referred for drug and alcohol screening as per the policy.
 - ii. Employees suspected of working without adequate rest and exhibiting unsafe motor functions will be administratively relieved from duty.
 - iii. The employee may return to duty at the discretion of the operational supervisor once the employee has been deemed fit for duty.
 - iv. Final determination of leave category and compensation will be made after an administrative review of the incident.